



Providing information technology services to  
California Health and Human Services Agency Departments



Arnold Schwarzenegger,  
Governor

## JOB OPPORTUNITY

**\*\*Candidates with budget experience are encouraged to apply**

**CLASSIFICATION:** Associate Governmental Program Analyst  
Full Time, Limited Term (24 Months) Possibility of permanent

**POSITION LOCATION:** Health and Human Services Data Center  
Electronic Benefit Transfer (EBT) Project  
2525 Natomas Park Drive, Suite 100  
Sacramento, CA 95833

**Free Parking**

**SALARY:** \$4,111 – \$4,997

### **Duties/Responsibilities:**

Under the general direction of the Electronic Benefit Transfer (EBT) Project's Administration Manager, the Financial Analyst is responsible for conducting the following activities in a professional manner leading to exemplary customer service: prepare project budgets and approval documents; monitor project expenditures; verify and approve payment of invoices from vendors and contractors; update and reconcile expenditure data for a variety of uses; derive cost allocation plans (CAP) and addresses CAP issues; and participate in relevant fiscal policy issues.

### **Desirable Qualifications:**

- Knowledge of subject matter to allow for problem identification, alternative analysis, and formulation of recommendations.
- Knowledge of federal and state project approval and budgeting process.
- Ability to analyze actual expenditure data, encumbrances, and spending trends to project future expenditures.
- Ability to use complex spreadsheets to compile and allocate costs to the federal, state, and county governments using a variety of allocation methodologies.
- Ability to use a variety of personal computer applications (MS Word, Excel, Outlook) to accomplish tasks.
- Ability to exercise good judgment and communicate effectively with others both verbally and in writing.



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- Ability to conduct business in a professional manner leading to exemplary customer service.
- Willingness to work overtime (when needed).

### **Who May Apply:**

- State employees who are at or have lateral transfer eligibility to the Associate Governmental Program Analyst classification. (If applicable, please indicate your list eligibility for this classification on your application.)
- Persons who have list eligibility. (If applicable, please indicate you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application you are an SROA/Surplus candidate and attach a copy of your SROA/Surplus letter.)

**Inquiries regarding this position may be directed to Patricia Lower at (916) 263-1680.**

**Please reference RPA#05-081 on your application.**

***APPLICATIONS RECEIVED WITHOUT RPA # 05-081 REFERENCED WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.***

### **How to Apply:**

Submit a State of California application STD 678.

**Final Filing Date: Until filled**

### **Submit applications to:**

**Health and Human Services Data Center  
2525 Natomas Park Drive, Suite 100  
Sacramento, CA 95833**

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.